



U.S. AIR FORCE

Module VI

Ready, Set, Go!

Integrity - Service - Excellence

1

Now it's time to get started in your role a Key Spouse!



U.S. AIR FORCE

Objectives

- Discuss program implementation steps
- Define stressors that impact the KS well being
- Define steps to a seamless KS transition

Integrity - Service - Excellence

2

In this module we will review the “getting started checklist” and discuss the administrative aspects of “getting started”.

Part of getting started is making sure that we recognize the stress in our lives. In this module we will discuss how unique military stressors impact work, family, and social environments. These stressors can impact Key Spouses as well.



U.S. AIR FORCE

Getting Started

- Become familiar with KS continuity binder (CB)
- Review “Getting Started” checklist
- Complete KS training
 - Initial
 - Heart Link
 - Spouse Suicide Awareness (CBT)
- Sign Volunteer Agreement, DD FM 2793 Schedule appointment with unit leadership team
 - Meeting with unit leadership: suggested questions
- Schedule appointment with the A&FRC Community Readiness Consultant (CRC)

Integrity - Service - Excellence

3

We have discussed roles/responsibilities and have provided you with tools to assist you in connecting families with resources. This module is designed to operationalize the Key Spouse's role by giving you the “how-to” of getting started:

Review and annotate the Getting Started Checklist. Identify your unit team.

Complete your Key Spouse Training:

- The initial key spouse training
- Complete and Sign the Volunteer Agreement
- Log Volunteer Hours

Your responsibilities within the next quarter include:

- Initial and Annual Suicide Awareness Training
- Attend a Heart Link session
- Schedule an appointment with the unit commander
- Schedule an appointment with the unit team
 - Contact the First Sergeant or Administrative assistant to do this.
- Schedule a Commander's Call attendance.

Become even more familiar with the Key Spouse Continuity Binder and the Wing, Group, or Squadron Mission and Culture.



U.S. AIR FORCE

Getting Started (Cont'd)

- Acquire/maintain roster of assigned families
- Prepare/send newcomers welcome letter
- Contact spouses
 - Complete unit family information sheet
- Log volunteer hours on Key Spouse data spreadsheet
- Attend KS update sessions/meetings

Integrity - Service - Excellence

4

The following tasks are ongoing and continual:

- Maintain current rosters
- Prepare and send Newcomers Welcome Letter
- Make Contact with Newcomers and Family Members of Deployed, temporary duty, and Remote members
- Remember to complete family contact sheets and log volunteer hours!!!
- Attend Key Spouse Update sessions and meetings



Exercise 6.1: Taking Care of Yourself

- What ensures success as a KS?
- What may impede someone's ability to be an effective KS?
- How does a person maintain "balance" in life?
 - Family
 - Friends
 - Volunteer/work

Integrity - Service - Excellence

5

What ensures success as a Key Spouse? The importance of taking care of yourself! You have to have "it" before you can give it away.

What enables you to be an effective KS?

Some items for you to consider:

- Personal motivation, skills, the ability to communicate and empathize with others, and being a good listener enable you to be an effective Key Spouse.

What can affect your ability to be an effective KS?

Some items for you to consider:

- Employment, unclear understanding of work, life and social atmosphere of the unit, a lack of understanding of the functioning of the unit, or unclear expectations of your role, and children can affect your ability to be an effective Key Spouse.

How do you create balance in your life?

Some items for you to consider:

- To create balance, put the oxygen on yourself first before taking care of someone else. Don't take things personally, and know when to let go. And

always network with other Key Spouses for advice and assistance.



U.S. AIR FORCE

Transitions

- Begin with the end in mind
 - Sample letter of resignation
- A KS transitions for several reasons
 - Permanent change of station (PCS)
 - Spouse assigned to another unit
 - Change in family situation
 - Personal goals inconsistent with unit requirements
- Return sensitive information to leadership
- Ask leadership for a letter of recommendation
- Develop a resume with A&FRC assistance
- Pass the torch - keep the legacy alive

Integrity - Service - Excellence

6

Begin with the end in mind. Transitioning is just as important as becoming a Key Spouse. Your commitment to seamlessly pass the torch will ensure continuity of services for families.

Transitions occur for several reasons:

- Personal goals are analogous to unit requirements
- Permanent Change of Station
- Your spouse is assigned to another unit
- A change in your family situation

When a key spouse leaves:

- They must return sensitive/privacy information to leadership
- Ask leadership for a letter of recommendation for your resume
- Request assistance to develop a resume

Spouses are the backbone of the Key Spouse program. The Key to the Key Spouse Program is communication. You are the Heart of this Program as is readiness the heart of a fully functioning unit. A smooth and seamless transition passes the torch and keeps the legacy alive.